



HUGHES  
HALL  
UNIVERSITY OF CAMBRIDGE

## Housekeeping Assistant

<b>Job Title</b>	Housekeeping Assistant
<b>Location</b>	Hughes Hall, Cambridge CB1 2EW
<b>Reporting to</b>	Accommodation and Housekeeping Manager/Assistant Housekeeping Manager and Housekeeping Supervisor
<b>Contract Type</b>	Part Time - Permanent
<b>Probation Period</b>	Six months
<b>Salary Range</b>	£12 an hour which equates to £23,400 pro rata for part time (Point 23 on the University's Single Salary Spine)
<b>Hours of Work</b>	27.5 hours per week, 5 days out of 7 on a rota basis.
<b>Annual Leave</b>	Annual paid leave of 25 days plus public holidays. Adjusted pro rata for part time hours.
<b>Pension Eligibility</b>	The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.
<b>Mental Health Peer Support Programme</b>	All staff members have access to the College's Mental Health Peer Support Programme, supporting <a href="#">Mind's Mentally Healthy Universities initiative</a>
<b>Additional Benefits</b>	<ul style="list-style-type: none"><li>• Medicash healthcare plan (<a href="https://www.medicash.org/">https://www.medicash.org/</a>)</li><li>• Free lunches on working days</li><li>• Free Life Assurance cover</li><li>• Enhanced sick pay</li><li>• Cycle purchase scheme</li><li>• Annual season ticket loan</li><li>• Free on-site car parking (subject to availability)</li></ul>

The University of Cambridge's oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. A distinctive aspect of college life at Hughes Hall is

an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; and everyone is allowed to walk on the grass!

A dynamic and progressive College, we have 56 Governing Body Fellows, 219 further Senior Members from all walks of life, 874 full- and part-time postgraduates and 177 mature undergraduates from more than 80 countries. Particularly distinctive is our “Bridge Fellows” programme, which brings a diverse group of outstanding individuals from outside the University into our Fellowship as full members of Governing Body. An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner’s Cricket Ground, just off the cosmopolitan Mill Road.

We are focused on being an intellectual force at the centre of the University, concentrating on translating research into impact and inter-disciplinary collaboration. We have strengths in five subject areas, broadly in the Sciences and Social Sciences, where collaboration between the academic and wider worlds thrives: Physical Sciences, Engineering and Mathematics; Life Sciences; Business and Economics; Education and Social Sciences; and Law. We have world-leaders in each of these fields developing dynamic communities of interest within the College, with a reach far beyond our boundaries.

A determination to change the world for the better is realised through our [Bridge](#) initiative which leverages the College’s multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change. The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners. It is structured around four themes, in various stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Artificial Intelligence and Big Data. The Bridge also supports our [centres](#): the Centre for Climate Change Engagement, Oracy Cambridge, Cambridge Governance Labs, and the Cambridge Centre for Digital Innovation.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly, and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.

Our [website](#) contains further information about our history, people, work, and values.

### **Job Purpose**

To work as part of the housekeeping team to maintain and clean all areas in the College including:

- Public areas
- Offices
- Student rooms and communal areas
- Student departure rooms

- Guest rooms
- Summer school rooms

### **Main Duties**

- Work as a team member within the housekeeping team
- Carry out daily, weekly, monthly and periodic tasks
- Be flexible to cover other areas of work when required

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

### **Person specification**

Essential	Other
<p data-bbox="204 275 751 349"><b>Experience and specific knowledge/skills (technical)</b></p> <ul data-bbox="252 360 788 712" style="list-style-type: none"> <li data-bbox="252 360 788 434">• General understanding of cleaning practices</li> <li data-bbox="252 439 788 472">• Be able to work unsupervised</li> <li data-bbox="252 477 788 551">• Ability to prioritize tasks and manage time</li> <li data-bbox="252 555 788 712">• Good level of spoken English (this is essential to carry out the duties of the position and for Health and Safety training)</li> </ul> <p data-bbox="204 757 596 790"><b>Team and Management skills</b></p> <ul data-bbox="252 835 788 1184" style="list-style-type: none"> <li data-bbox="252 835 788 1021">• Be able to work as part of a team and/or independently providing cleaning &amp; housekeeping services to the residential and public areas of the College</li> <li data-bbox="252 1025 788 1099">• To cover for absence due to holiday or illness</li> <li data-bbox="252 1104 788 1184">• To complete other duties as and when required by the Housekeepers</li> </ul>	<ul data-bbox="858 275 1374 1032" style="list-style-type: none"> <li data-bbox="858 275 1374 309">• Friendly, flexible approach</li> <li data-bbox="858 313 1374 427">• Liaising politely and effectively between customers and management</li> <li data-bbox="858 432 1374 506">• Understanding and following cleaning schedules and instructions</li> <li data-bbox="858 510 1374 584">• Professional demeanour with a focus on customer service</li> <li data-bbox="858 589 1374 622">• Good sense of humour</li> <li data-bbox="858 627 1374 660">• Positive can-do attitude</li> <li data-bbox="858 665 1374 790">• Ability to learn new skills, participating in on-going personal development</li> <li data-bbox="858 795 1374 869">• Always operating to formal work practices and procedures</li> <li data-bbox="858 873 1374 947">• Operating to formal Health &amp; Safety procedures at all times</li> <li data-bbox="858 952 1374 1032">• Contributing to on-going service development</li> </ul>

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College’s Staff Handbook, Health & Safety Policy, and all relevant procedures.

**Screening Check Requirements**

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your Share Code will be required to access this status online.

- List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK
- List B: Documents/statuses which denote a temporary and/or restricted right to work in the UK

### **Application Process**

To submit an application for this vacancy, please complete the job application form or send in a C.V. outlining how you meet the job description and person specification. There is currently no closing date and applicants may be invited for interview at any stage.

You are also encouraged to complete the College's Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity. The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

All documentation should be emailed to [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).

### **Data Protection**

Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the [Data Protection Statement for Job Applicants](#).

For an informal discussion about the post, please contact Tomasz Drobka on [housekeeping.manager@hughes.cam.ac.uk](mailto:housekeeping.manager@hughes.cam.ac.uk). If you have any questions about the application process, please contact the HR Manager on [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).